

DD/A Registry

79-3608

19 November 1979

DD/A REGISTRY

FILE: *Training*

MEMORANDUM FOR: Training Officer, Office of Communications
Training Officer, Office of Data Processing
Training Officer, Office of Finance
Training Officer, Office of Logistics
Training Officer, Office of Medical Services
Training Officer, Office of Personnel
Training Officer, Office of Security
Training Officer, Office of Training
Training Officer, Information Services Staff

STAT FROM :
Senior Training Officer, DDA

SUBJECT : Procedures for Withdrawal from OTR
Language Classes

1. The Language Development Committee (LDC) at its 29 October 1979 meeting unanimously approved the policy of requiring all full- and part-time students to obtain written notification from an appropriate official to withdraw from OTR-conducted language classes.

2. Each Directorate has been requested to develop procedures to implement this policy. Therefore, effective this date, the Directorate of Administration will require a memorandum to the Director of Training originated by the withdrawing student, approved by the Office Head, and forwarded to the D/TR after review by the DDA Senior Training Officer.

3. It is believed these procedures will have a beneficial effect in controlling arbitrary drop-outs and enable OTR to make more effective use of its resources in support of the Agency's language training requirements.

4. Please ensure that all employees are notified of the LDC requirement and the DDA procedures to implement this policy.

Distribution:

1 - Ea Addressee

STAT TO: CMO-DDA: jsm

1 - DDA Subject

1 - DDA Chrono

1 - CMO/DDA (Language File)